

ANNEXATION PETITION INSTRUCTIONS

By City Council Resolution State Boundary Commission

Department of Licensing and Regulatory Affairs
Authority: 1968 PA 191

General instructions for preparation of an Annexation Petition by city council resolution, which consists of the following parts and forms:

Part I Map: Shall be labeled and prepared pursuant to State Boundary Commission General Rule 37; **attach sheets labeled “PART I”** [R123.37].

Part II Petition Certification: Requests that the State Boundary Commission annex the area described in Part III description to the adjacent City; **attach sheets labeled “PART II”** [MCL 117.6; MCL 117.7 and MCL117.9(7)(a)].

Part III Legal Description: Shall be labeled and prepared pursuant to State Boundary Commission General Rule 37; **attach sheets labeled “PART III”** [R123.37].

Part IV Resolution: Attach a copy of the resolution passed by the City Council requesting the annexation of the property shown on the “Part I” map and described in the “Part III” description certified by the City Clerk [R123.37(10)].

Part V Reason for Request: Petitioner(s) reason(s) for the annexation request and statement indicating that the annexation meets the conditions pursuant to Section 9 of The Home Rule City Act, 1909 PA 279 [MCL117.9(7)(a)]; **attach sheets labeled “PART V”** [R123.37].

Part VI: This part is not required on this type of petition.

Part VII Map: Shall contain a map showing the relationship of the area proposed for annexation to the balance of the involved and adjacent units of government; **attach sheets; attach sheets labeled “PART VII”** [R123.37].

Provide contact information of petitioner and involved local units of government; **attach sheets** [R123.32(1)].

The completed petition shall be filed with the State Boundary Commission. This may be done in person between the hours of 8:00 a.m. and 5:00 p.m., by mail or email to bccolsr@michigan.gov.

U.S. Postal Service:

State Boundary Commission
Office of Land Survey and Remonumentation
Department of Licensing and Regulatory Affairs
P.O. Box 30254
Lansing, MI 48909

Courier Other Than U.S. Postal Service

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